

VACANCY ANNOUNCEMENT (16-01)



United States District Court - Middle District of Pennsylvania

ARCHITECT/PROJECT MANAGER

Harrisburg, PA

Salary: CL 29-1 (\$67,608) - CL 29-61 (\$109,916)

This position is authorized for one year (with possibility of extension), contingent on budgetary funding and project status.

Opening Date: March 21, 2016 - Closing Date: April 7, 2016

The United States District Court for the Middle District of Pennsylvania is seeking qualified applicants for the position of full-time Architect/Project Manager. The Architect/Project Manager is a senior management position stationed in the Harrisburg Divisional Office.

Position Overview:

The incumbent will represent the interests of the court by providing all technical services related to the planning, design, construction oversight and project management related to the construction project in Harrisburg. The incumbent will also be responsible for managing various facility matters, remodeling, tenant alterations, and cyclical facilities maintenance projects throughout the District.

Incumbent's duties will include overseeing the design and construction process, providing technical advice and recommendations to judicial officers, the Clerk of Court and other court managers, representing the court as point of contact in courthouse design guide issues and developing short and long range design and construction implementation and improvement plans. The incumbent also acts as the court's liaison with the General Services Administration (GSA), the Third Circuit Executive's Office, the Administrative Office of the U.S. Courts, architects and construction firms. The incumbent attends all project meetings, reviews all project submissions, including architectural design and construction drawings, specifications, schedules and cost estimates to ensure that court requirements are met by GSA and contractors, participates in preparing construction budget, monitors spending, change orders and above-standard costs, and prepares and presents periodic reports on project status and/or funding requirements.

The incumbent is also responsible for overseeing the acquisition and installation of electrical, data/telecommunications, automation and sound systems, courtroom technology equipment and security. In addition, the incumbent oversees the relocation of agencies and personnel, coordinates furniture inventory and systems workstation layout and designs space for end users and external customers.

Qualifications:

The successful candidate must possess knowledge of the theories, principal practices and techniques of space and budget planning. Candidate must possess the ability to read, modify, and analyze blueprints, shop drawings, contracts and specifications in order to interpret and implement guideline requirements regarding the development of court space. Must be experienced with using computer assisted drawings, automated and manual drafting systems, word processing software, database applications, spreadsheet software, project management applications and financial systems.

Qualifications (cont'd):

A Bachelor's Degree in architecture, or related field, and appropriate license is preferred. Applicant must have at least three years of general office experience and two years of specialized experience, which included progressively responsible experience in all facets of major project development, space and facilities oversight or construction oversight. One year of the specialized experience must have been at, or equivalent to, the next lower grade in Federal service. Prior experience working on Federal projects, preferably courthouses, is highly desirable.

Desired attributes include thorough knowledge of the regulations, requirements, contracts and procedures related to the acquisition, construction, maintenance, repair and renovation of court space and facilities. Demonstrated familiarity with the organization, regulations and staffing of the GSA, as well as construction industry standards of practice and building codes. Frequent travel, including overnight travel, is required.

Superior writing, strong analytical, excellent communication and interpersonal skills and attention to detail are essential. Ability to work under pressure with tight deadlines is required. A professional, personable and service-oriented demeanor is essential to the success of this position.

Salary and Benefits: This is a full-time position and is eligible for the Federal Judiciary's comprehensive benefits package (health and life insurance, dental and vision insurance, retirement plan, matching and tax-deferred Thrift Savings Plan, Flexible Benefits Program, Long Term Care Insurance, paid holidays and leave accrual). Salary range is CL 29-1 (\$67,608) - CL 29-61 (\$109,916). Starting salary is based on qualifications, specialized experience, budgetary considerations and/or prior classifications under the Judiciary Salary Plan or the Court Personnel System.

Condition of Employment: Applicant must be a U.S. citizen or lawful permanent resident actively seeking citizenship. The successful candidate is hired provisionally, contingent upon successful completion of the background investigation and periodic reinvestigation. In addition, the incumbent must satisfactorily complete a six month probationary period. Employees are required to use electronic fund transfer (EFT) for payroll purposes.

The court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office. The decision on granting a reasonable accommodation will be made on a case-by-case basis. Travel for the interview and/or relocation expenses will not be reimbursed.

To Apply: Applicants are invited to submit a cover letter, resume, three letters of reference and a completed AO 78 Application for Judicial Branch Federal Employment, which may be downloaded from the court's web site at www.pamd.uscourts.gov. All documents are to be forwarded as one file via email to:

hr_pamd@pamd.uscourts.gov

Closing date for applications is April 7, 2016.

Court employees are "at will" and serve at the pleasure of the court. The Federal Government Civil Service classification or regulations do not apply. The U.S. District Court is an equal opportunity employer.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.